

# Unclaimed Funds Notification

Date: [Insert Date]

[Business Name]

[Business Address]

[City, State, Zip Code]

Dear [Business Owner's Name],

We are writing to inform you that there are unclaimed funds associated with your business that may belong to you. According to our records, the amount of [Insert Amount] has been reported as unclaimed.

These funds may have originated from various sources such as overpayments, refunds, or other financial transactions. We encourage you to take action to claim these funds as soon as possible.

To proceed with the claim, please provide the necessary documentation proving your ownership of the funds. You may contact us at [Insert Phone Number] or [Insert Email Address] for more details on how to initiate the claim process.

Thank you for your attention to this matter. We look forward to assisting you in reclaiming your funds.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]